

INSTRUCTIONS *for*
10% Set-Aside Activities (Not applicable to Colonias)
&
Planning Activities (for Colonias Only)

A. ACTIVITY DESCRIPTION

1. Please indicate which activity you are applying for.

10% Set-Aside (not applicable for Colonias)

Applicants must document and demonstrate that the proposed activity is CDBG-eligible and principally benefits the targeted income group.

If you choose to propose a 10% set-aside activity, it will NOT be competitively rated.

The following expenditures are not allowable under the 10% set-aside:

- General Administration
- Planning Studies
- Activity Delivery for another activity

Planning Activity (for Colonias ONLY).

Applicants must document and demonstrate that the proposed activity is CDBG-eligible and principally benefits the targeted income group. In addition, the planning activity must benefit an eligible designated Colonia.

If you choose to propose a planning activity, it will NOT be competitively rated.

The following expenditures are not allowable under the planning activity:

- General Administration
- Activity Delivery for another activity

2. Provide a narrative description of the proposed CDBG-eligible activity.

B. TARGETED INCOME GROUP (TIG) BENEFIT

1. Identify the percentage of households benefiting from the proposed activity who are TIG households.
2. Identify how the TIG percentage was determined. Check all that apply.

Note: You are not required to have done a survey to establish benefit under this activity, but if you did do a survey, attach a copy of the survey and the survey results.

3. If you indicated that a survey was done, please complete the attached chart providing survey information.

Please refer to Appendix A for guidance on conducting surveys.

ACTIVITY DESCRIPTION & TIG BENEFIT *for*
10% Set-Aside Activities (Not applicable to Colonias)
&
Planning Activities (for Colonias Only)

A. ACTIVITY DESCRIPTION

1. What activity are you proposing?

☐ 10% Set-Aside (not applicable to Colonias)

☐ Planning Activity (for Colonias ONLY) - Identify Colonia

- _____

2. Describe the eligible CDBG activity.

B. TARGETED INCOME GROUP (TIG) BENEFIT

1. Enter the percentage of households benefiting from this proposed activity who are TIG households. _____%

2. How was the TIG percentage determined?

☐ Income Restriction

☐ Income survey of EXISTING beneficiaries. (attach survey & results)

☐ Income survey of POTENTIAL beneficiaries. (attach survey & results)

☐ Census Data

☐ Other. Explain:

- _____

3. If you did a survey, complete the following:

Survey Date:	
Total # of households in the service area:	
How many were surveyed?	
Total number of responses:	
<i>Number of TIG responses:</i>	
<i>Number of Non-TIG responses:</i>	

Please attach documentation for the TIG benefit (survey form and a summary of the results)

APPENDICES

- A** Survey Techniques for Targeted Income Group Benefit
- B** 2003 Income Limits
- C** Statement of Assurances
- D** Compliance with OMB Circular A-133
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- G** Census Data Centers
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- Appendix A -

Survey Techniques for Targeted Income Group Benefit

This Appendix provides information for applicants who are conducting neighborhood surveys. The Appendix has three sections:

1. Conducting the Survey /Client Confidentiality
2. Survey Questions
3. Information about Random Sampling

Part 1. Conducting the Survey /Client Confidentiality

The survey process should include a way to identify specific households who responded to the questionnaire and ensure the respondents' confidentiality. Respondents may be particularly sensitive to the question of household income. If a respondent's address is requested on the questionnaire, many persons may not answer the income questions or may not complete the questionnaire at all. Consequently, in order to promote a high response rate, the questionnaire should not include identifying information, such as the person's name or address.

Several acceptable methods for preserving anonymity of the respondent include:

1. The surveyor may hand deliver the questionnaire to the respondent and conduct the survey orally. At that time, upon completing this interview, the surveyor would mark off the respondent's address from an address list. If the questionnaire is delivered to the household or mailed and is to be collected at a later date, the collector can mark off the respondent's address at the time of collection.
2. If the questionnaire is to be mailed to respondents and returned by mail, the identifying information (respondent's address) would be on the return envelope. Upon receipt of the completed questionnaire, the address can be checked off the address list and the envelope and questionnaire can be separated. If the applicant uses this method, a statement ensuring respondent confidentiality should be included. Sample language is given below:

Replies to this questionnaire are confidential. Confidentiality is protected by not including names on any of the forms. We need a high response to have a chance of getting funded. Addresses are on the return envelopes so we can make follow-up contacts if no questionnaire is received and we need more questionnaires returned. When we get your envelope and questionnaire in the mail, we will check off that a questionnaire has been received from your house, remove the questionnaire from the envelope, and throw the envelope away. No identifying information will be kept with the questionnaires and the questionnaires will be tallied as a group.

- Appendix A – (continued)

Survey Techniques for Targeted Income Group Benefit

3. If coded questionnaires are used, a simple method of coding is to place a number on the questionnaires or return envelopes. Each number is assigned an address from the address list. When the material is received, a list of returned numbers is kept. If the response rate is not high enough so that follow-up contacts are needed, the addresses of numbers for which no response has been received can be looked up and additional questionnaires sent out.

The income survey data should be less than 60 months old from the date the 2004/2005 NOFA is released by the Department.

Part 2. Survey Questions

These questions and the Directions for Random Sampling which follow in Part 3. are provided to assist the applicant in using a method of surveying which allows for validation and, at the same time, preserves the confidentiality of the respondent. Applicants may include other questions designed to elicit information which they feel is important. Experience has shown that overly detailed surveys may adversely affect the response rate.

The questions are designed to provide data regarding family size, income, and housing tenure. Family size and income are of particular significance in determining if a household is in the targeted income group.

NOTE TO APPLICANTS: Information regarding question #2 below. Please read the following information regarding income data and use the income limit figures that apply to your County in your questionnaire.

The reason for collecting income data is for the applicant to make a determination of how many persons surveyed fall into the categories of LTIG, TIG, and above TIG. The numbers provided in the chart under question #2 are ***SAMPLES ONLY***. Use Line A for the income limits for the Lowest Targeted Income Group; use Line B for the income limits for the Targeted Income Group.

At the end of this appendix are the 2003 Income Limits by County. These pages are arranged alphabetically by county and show the LTIG and TIG income limits by size of household. Applicants should consult these pages and use the income limits for their county in their questionnaire. This will enable applicants to group the respondents as LTIG, TIG, and over TIG. LTIG is 50 percent and below of the adjusted area median family income. TIG is 80 percent and below of the adjusted area median family income (by definition, TIG includes LTIG). Over TIG is 81 percent and above of the adjusted area median family income.

- Appendix A – (continued)

Survey Techniques for Targeted Income Group Benefit

QUESTIONS

1. How many persons live in your household?
2. Using the chart below, please do the following:
 - a. Circle the column that matches the size of your household.
 - b. On a separate sheet of paper, make a determination of your income (you do not need to state your income on this questionnaire). Use the total household income in the last 12 months or the income claimed in the most recent Federal income tax filing. Include gross wages before deductions, public assistance, unemployment benefits, social security, pensions, alimony, child support, net income from owning or operating a farm or business, or any other source of income received regularly.
 - c. Compare the income of your family to the figures on the chart in Lines A and B under the column you circled for the size of your household (#a. above).
 - d. Read the following questions and make a check mark in the spaces indicated:
 - 1) Line A: Was your household income above _____ or below _____ the number associated with your family size? If you checked "above," also answer #2). If you checked "below," stop here and go on to question #3.
 - 2) Line B: Was your household income above _____ or below _____ the number associated with your family size?

Household Size	1	2	3	4	5	6	7	8
A-(LTIG)	\$12,850	\$14,700	\$16,500	\$18,350	\$19,800	\$21,300	\$22,750	\$24,200
B-(TIG)	\$20,550	\$23,500	\$26,400	\$29,350	\$31,700	\$34,050	\$36,400	\$38,750

- 3) Are your living quarters: _____ Owned **OR** _____ Rented
Name of owner: _____
Address of owner: _____

- Appendix A – (continued)

Survey Techniques for Targeted Income Group Benefit

Part 3. Information about Random Sampling

In comparing applications for TIG benefit and need, the Department will accept reliable data about the local beneficiary population.

The Department will accept sampling statistics that represent the population as a whole if the applicant uses a valid survey methodology. Conversely, the Department may, after reviewing the submitted data, determine that the methodology was statistically unsound. In such cases, the Department may assign a score of zero for TIG benefit, or may use other generally recognized data such as U.S. Census data.

Two key features to your survey design should be 1) random selection of survey respondents, and 2) a large enough sample size to assure you have captured a reliable representation of the population. The following discussion provides some guidance in these two key areas.

Random Sampling

The guiding rule for sampling households or beneficiaries from the larger population is the avoidance of “sampling bias.” That is, sampling should not systematically exclude certain types of respondents. For example, surveys conducted mid-week during the day may exclude working households and provide inaccurate statistics about the larger population. If the survey methodology contains a sampling bias, larger sampling sizes will not solve the problem. Certain portions of the population will continue to be systematically excluded from the sampling.

As a general rule, each individual within the population should have an equal chance of being surveyed. Beware of using data sources that contain only certain portions of your beneficiary population. For example, some utility billing lists may contain only property owners, while the beneficiaries will be both owners and renters. Within your application to the Department, describe the sampling methodology and how it achieves a randomly-selected sampling.

Adequate Sampling Size

The required sampling size is determined by the size of the universe or the service area. The following table should be used to determine how many households a surveyor needs to interview to develop a survey of acceptable accuracy. For example, if you had a small water district of 50 households that you wanted to survey, you would have to get responses from all 50 households. If the district had 500 households, you would have to get responses from 250. If the district had 5,000 households, you would have to get responses from 400.

- Appendix A – (continued)

Survey Techniques for Targeted Income Group Benefit

Required Sample Sizes for Universes of Various Sizes

<u>Number of Households in the Universe</u>	<u>Required (Minimum # of Responses)</u>
1 - 50	All
51 - 55	50
56 - 63	55
64 - 70	60
71 - 77	65
78 - 87	70
88 - 99	80
100 - 115	90
116 - 138	100
139 - 153	110
154 - 180	125
181 - 238	150
239 - 308	175
309 - 398	200
399 - 650	250
651 - 1,200	300
1,201 - 2,700	350
2,701 or more	400

There is an exception to this table when dealing with a universe of 50 or less. As a general rule, a sample of less than the universe is unacceptable for statistical purposes. However, if the survey is to establish CDBG eligibility, for example, to apply for a planning and technical assistance grant, the rule would not need to apply. The reason for this is that the CDBG eligibility threshold is that at least 51% of the beneficiaries would be TIG. In such a case, as soon as the jurisdiction has answers from a sufficient number of respondent households to indicate that the required TIG percentage of 51% is present, it could consider the information sufficient for area benefit documentation purposes.

Using the example of the water district with 50 households, if a jurisdiction wanted to demonstrate CDBG eligibility for a planning grant, as soon as the jurisdiction had 26 TIG respondents, it could stop the survey, as the area benefit has reached the threshold of at least 51% TIG ($26/50 = 52\%$).

Jurisdictions should consider hiring a professional demographer to conduct surveys of large areas. Surveys should be as statistically reliable as the U.S. Census.

Please contact your CDBG Representative if you wish further information on survey methodology.

- Appendix B –
2003 Income Limits

Following this page are the 2003 Income Limits that were released by HUD on February 20, 2003. Title 25 of the California Code of Regulations, Section 6932, is the controlling source of the official income limits. This Appendix is provided as a courtesy in the application process.

Applicants are reminded that these 2003 Income Limits will be invalid once HUD releases the 2004 Income Limits in February/March 2004. At that time, jurisdictions will be required to use the updated Income Limits for their CDBG projects.

- Appendix C -
Statement of Assurances

The City/County of _____ hereby assures and certifies that:

1. It possesses legal authority to apply for the grant and to execute the proposed program.
2. Its governing body has duly adopted or passed as an official act or resolution, motion, or similar action authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the applicant's chief executive officer or other designee to act in connection with the application and to provide such additional information as may be required.
3. It has or will comply with all citizen participation requirements, which include, at a minimum, the following components:
 - a. Provides for and encourages citizen participation, with particular emphasis on participation by persons of low and moderate income who are residents of slum and blight areas and of areas in which CDBG funds are proposed to be used, and provides for participation of residents in low and moderate income neighborhoods as defined by the local jurisdiction;
 - b. Provides citizens with reasonable and timely access to local meetings, information, and records relating to the grantee's proposed use of funds, as required by CDBG regulations, and relating to the actual use of funds under this title;
 - c. Provides for technical assistance to groups representative of persons of low and moderate income that request such assistance in developing proposals with the level and type of assistance to be determined by the grantee;
 - d. Provides for public hearings to obtain citizen views and to respond to proposals and questions at all stages of the community development program. These include at least the development of needs, the review of proposed activities, and review of program performance, which hearings shall be held after adequate notice, at times and locations convenient to potential or actual beneficiaries, and with accommodation for the handicapped. This shall include one public meeting during the program design, annual performance report preparation, and formal amendments. A public hearing shall be conducted prior to application submittal;
 - e. Solicits and provides for a timely written answer to written complaints and grievances, within 15 working days where practicable; and
 - f. Identifies how the needs of non-English speaking residents will be met in the case of public hearings where a significant number of non-English speaking residents can reasonably be expected to participate.
4. Its CDBG Program has been developed so as to primarily benefit targeted income persons and households, and each activity in the program meets one of the three national objectives: benefit to low and moderate income persons, elimination of slums and blight, or meets an urgent community need certified by the grantee as such.

- Appendix C – (continued)

Statement of Assurances

5. It consents to assume the responsibilities for environmental review and decision-making in order to ensure compliance with NEPA by following the procedures for "recipients" of block grant funds as set forth in 24 CFR, Part 58, entitled "Environmental Review Procedures for Title I Community Development Block Grant Programs." Also included in this requirement is compliance with Executive Order 11988 relating to the evaluation of flood hazards, and Section 102(a) of the Flood Disaster Protection Act of 1973 (Public Law 93-234) regarding purchase of flood insurance, and the National Historic Preservation Act of 1966 (16 USC 470) and implementing regulations (36 CFR 800.8).
6. It consents to assume the role of either "Lead Agency" as defined by Section 21067 of the California Public Resources Code, or if another agency is or will be designated "Lead Agency," it consents to assume the role of "Responsible Agency" as defined by Section 21069 of the California Public Resources Code, in order to ensure compliance with CEQA.
7. It has resolved any audit findings or performance problems for prior CDBG grants awarded by the State.
8. It certifies that there is no plan, ordinance, or other measure in effect which directly limits, by number, the building permits that may be issued for residential construction or the buildable lots which may be developed for residential purposes; or if such a plan, ordinance, or measure is in effect, it will either be rescinded before receiving funds, or it need not be rescinded because:
 - a. It imposes a moratorium on residential construction, to protect the health and safety, for a specified period of time which will end when the public health and safety is no longer jeopardized; or
 - b. It creates agricultural preserves under Chapter 7 (commencing with Section 51200) of Part 2 of Division 1 of Title 5 of the Government Code; or
 - c. It was adopted pursuant to a specific requirement of a State or multi-State board, agency, department, or commission; or
 - d. The applicant has a housing element which the Department of Housing and Community Development has found to be adequate, unless a final order has been issued by a court in which the court determined that it is not in compliance with Article 10.6 of Chapter 3 of Division 1 of Title 7 of the Government Code; or
 - e. The use of the funds applied for in this application is restricted for housing for the targeted income group.
9. It will comply with the regulations, policies, guidelines, and requirements of OMB Circular Numbers A-87, , A-133, A-102 ,A-122, 24 CFR Part 85 where appropriate, and the State CDBG regulations.

- Appendix C – (continued)

Statement of Assurances

10. It shall comply with the following regarding nondiscrimination:
 - a. Title VI of the Civil Rights Act of 1964 (Public Law 88-352).
 - b. Title VIII of the Civil Rights Act of 1968 (Public Law 90-284) as amended; and will administer all programs and activities related to housing and community development in a manner affirmatively furthering fair housing.
 - c. Section 109 of the Housing and Community Development Act of 1974, as amended.
 - d. Section 3 of the Housing and Urban Development Act of 1968, as amended.
 - e. Executive Order 11246, as amended by Executive Orders 11375 and 12086.
 - f. Executive Order 11063, as amended by Executive Order 12259.
 - g. Section 504 of the Rehabilitation Act of 1973 (Public Law 93-112), as amended, and implementing regulations.
 - h. The Age Discrimination Act of 1975 (Public Law 94-135).
 - i. The prospective contractor's signature affixed hereon and dated shall constitute a certification under the penalty of perjury under the laws of the State of California that the bidder has, unless exempted, complied with the nondiscrimination program requirements of Government Code Section 12990 and Title 2, California Code of Regulations, Section 8103.
11. It will comply with the Federal Relocation Act (42 U.S.C. 4601 et seq.) and will certify that it is following a residential anti-displacement and relocation plan.
12. It will comply with the following regarding labor standards:
 - a. Section 110 of the Housing and Community Development Act of 1974, as amended.
 - b. Section 1720 et seq. of the California Labor Code regarding public works labor standards.
 - c. Davis-Bacon Act as amended (46 U.S.C. 276a) regarding prevailing wage rates.
 - d. Contract Work Hours and Safety Standards Act (40 USC 327-333) regarding overtime compensation.
 - e. Anti-Kickback Act of 1934 (18 USC 874) prohibiting "kickbacks" of wages in federally assisted construction activities.
13. It will comply with the Architectural Barriers Act of 1968 (42 USC 4151) and implementing regulations (24 CFR Part 40-41).
14. It will enforce standards of conduct which govern the performance of its officers, employees, and agents engaged in the administration of contracts funded in whole or in part by the CDBG Program (Section 7120(d) of the State regulations).

- Appendix C – (continued)

Statement of Assurances

15. It will comply with the Hatch Act (5 USC 1501 et seq.) regarding political activity of employees.
16. It will comply with the Lead-Based Paint Regulations (24 CFR Part 35) which prohibits the use of lead-based paint on projects funded by the program.
17. It is not, nor will it employ, award contracts to, or otherwise engage the services of any contractor while that contractor (or its principals) is debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation from the covered transaction, in any proposal submitted in connection with the CDBG program under the provisions of 24 CFR Part 24.
18. It will give HUD, the Comptroller General, the State Department of Housing and Community Development, or any of their authorized representatives access to and the right to examine all records, books, papers, or documents related to the grant.
19. It will not attempt to recover any capital costs of public improvements assisted in whole or in part with CDBG funds by assessing properties owned and occupied by targeted income persons unless:
 - a. CDBG funds are used to pay the proportion of such assessment that relates to non-CDBG funding or
 - b. for the purposes of assessing properties owned and occupied by targeted income persons who are not of the lowest targeted income group, it does not have sufficient CDBG funds to comply with the provisions of a. above.
20. It will adopt and enforce policies
 - a. prohibiting the use of excessive force by its law enforcement agencies against individuals engaged in non-violent civil rights demonstrations and
 - b. enforcing applicable State and local law against physically barring entrance to or exit from a facility or location which is the subject of such non-violent civil rights demonstration within its jurisdiction.

The certification is made under penalty of perjury under the laws of the State of California.

CERTIFYING OFFICIAL: _____
(Chief Administrative Executive)

Signature

Date

Note: This certification **must** be signed by the jurisdiction's Chief Executive Officer, regardless of any signatory designation in the governing body's resolution authorizing submission of the application.

Appendix D –
Compliance with OMB Circular A-133

Office of Management and Budgets (OMB) Circular A-133 is issued pursuant to the Single Audit Act of 1984, P.L. 98-502, and the Single Audit Act Amendments of 1996, P.L. 104-156. It sets forth the standards for obtaining consistency and uniformity among Federal agencies for the audit of states, local governments, and non-profit organizations expending Federal awards. Cities and counties not exempted from the requirements of OMB Circular A-133 must submit their audits to the State Controller. Non-profit organizations not exempted must submit their audits to the California Department of Housing and Community Development.

Pursuant to the requirements of OMB Circular A-133, please **check the appropriate box(es) and certify** at the bottom of the page:

- ☐ The _____ (*name of entity*) has expended more than \$300,000 in Federal funds in fiscal year 2002/2003 and **is required** to conduct a single audit or program specific audit for this year in accordance with the provisions of OMB Circular A-133.
- ☐ The audit has been **completed** and has been **submitted** to the appropriate control agency.
- ☐ The audit has **not** been completed. It is anticipated that the audit will be completed and submitted to the appropriate control agency by: _____ (*date*).
- ☐ The _____ (*name of entity*) has expended less than \$300,000 in federal funds in fiscal year 2002/2003 and is **exempt** from the requirements of OMB Circular A-133. Non-Federal entities that expend less than \$300,000 a year in Federal awards are exempt from Federal audit requirements for that year, but records must be available for review or audit by appropriate officials of the Federal agency, pass-through entity, and the General Accounting Office.

Certification:

I certify on behalf of _____, (*name of entity*) that the above is a true and accurate statement.

(Printed **Name** of Certifying Official)

(**Title** of Certifying Official)

(**Signature** of Certifying Official)

(**Date** signed)

Appendix E – Resolution of the Governing Body (Sample)

NOTES: An application for the State CDBG Program is to include, ***at a minimum***, the following information in a resolution. Applicants have the option of including any additional pertinent information.

If RDA funds are being committed to any activity in this application, a separate RDA resolution is **required**.

RESOLUTION NO. _____

A RESOLUTION APPROVING AN APPLICATION AND CONTRACT EXECUTION FOR FUNDING FROM THE GENERAL/NATIVE AMERICAN ALLOCATION OF THE STATE COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM AND AUTHORIZING THE EXECUTION OF A GRANT AGREEMENT AND ANY AMENDMENTS THERETO WITH THE STATE OF CALIFORNIA FOR THE PURPOSES OF THIS GRANT.

BE IT RESOLVED by the City Council of the City of _____ as follows:

SECTION 1: The City Council has reviewed and hereby approves an application for up to: ***(list activities, location and dollar amount)***

Example: Main Street Water Line: \$162,500

Southgate Neighborhood Housing Rehabilitation: \$254,000

10% set-aside for City-wide homeless services: \$46,000

General Administration: \$37,500

SECTION 2: If the grant application is approved, the City will provide local leverage for the water line/rehabilitation program as follows: ***(list local leverage and dollar amount)***.

Example: Staff time (General Administration): \$5,000

Staff time (Housing Rehabilitation): \$5,000

Permit fee waivers: \$3,500

Redevelopment Agency funds: \$100,000

Public Works improvements in the rehabilitation area: \$50,000

- Appendix E – (continued)

Resolution of the Governing Body (Sample)

SECTION 3: The City Manager is hereby authorized and directed to act on the City's behalf in all matters pertaining to this application.

SECTION 4: If the application is approved, the City Manager is authorized to enter into and sign the grant agreement and any amendments thereto with the State of California for the purposes of this grant.

PASSED AND ADOPTED at a regular meeting of the City Council of the City of _____ held on _____ by the following vote:

AYES:

NOES:

ABSENT:

Signature: _____

Print Name: _____

Mayor of the City of _____

ATTEST:

Signature: _____

Print Name: _____

City Clerk of the City of _____

-You must submit an original
Resolution-

- Appendix F –

**Cost Categories for General Administration, Activity Delivery,
And Program/Loan Activity**

Costs	General Administration	Activity Delivery	Program Loan/Activity
Advertisements	X	X	
Appropriate Fees	X	X	X
Attend Workshops (HCD)	X		
Bidders Conferences	X	X	X
Construction			X
Engineering Draw/Design	X	X	
Environmental Studies	X	X	
Fiscal Reporting	X		
General Coordination	X		
Indirect Costs	X	X	
Insurance Premiums	X	X	
Labor Standards	X	X	
Loan Processing*	X	X	
Meetings with Banks	X	X	
Meetings with Homeowners/Homebuyers	X	X	
Personnel Costs	X	X	
Predevelopment Costs	X		
Procurement	X	X	
Program Reporting to CDBG	X		
Project Inspections	X	X	
Relocation Costs	X	X	X
Work Write-ups	X	X	

- Appendix F – (continued)

**Cost Categories for General Administration, Activity Delivery,
And Program/Loan Activity**

As the chart indicates, certain costs could be allocated to either General Administration or Activity Delivery. As a general rule, the determination of which category to use can be made on the basis of when the activity is performed during the term of the grant. For example, at the start of a housing rehabilitation grant while contract special conditions are being worked on, jurisdiction staff costs may be charged to General Administration. Once staff begins working with eligible households to rehabilitate housing units, then staff costs can be charged to Activity Delivery.

* Costs of processing loans funded by another source may be charged to the CDBG-funded program if the other loan program is to be part of the jurisdiction's CDBG activity and is identified in the "Other Funding Sources" section of this application..

- Appendix G -
Census Data Centers

State:

Department of Finance
Demographic Research and Census Data Center
915 "L" Street
Sacramento, California 95814
(916) 323-4086

Regional Centers:

**Association of Bay Area Governments
(ABAG)**

P.O. Box 2050
Oakland, California 94604
(510) 464-7900

**Southern California Association of
Governments (SCAG)**

800 W. 7th Street, 12th Floor
Los Angeles, California 90017
(213) 236-1800

**Sacramento Area Council of Governments
(SACOG)**

P.O. Box 808
Sacramento, California 95812-0808
(916) 457-2264

U.C. Berkeley

State Data Program
Survey Research Center
2538 Channing Way
Berkeley, California 94720
(510) 642-6571

**San Diego Association of Governments
(SANDAG)**

First Interstate Plaza, #800
401 B Street
San Diego, California 92101
(619) 595-5300

Counties Covered:

Alameda, Contra Costa, Marin,
Napa, San Francisco, San Mateo,
Santa Clara, Solano, Sonoma

Imperial, Los Angeles, Orange,
Riverside, San Bernardino, Ventura

Sacramento, Sutter, Yolo, Yuba, the
City of Roseville, and 21 other
Northern California counties not
listed for any other Regional Center

Universities and State Colleges

San Diego

**- Appendix H –
Sample Census Tables**

The following Sample Census Tables are included in this Appendix.. At the end of the appendix are notes describing how you must calculate figures for each applicable census table that must be included in the application. You must show your calculation on each census table.

These tables can be obtained through the 2000 Census Summary File 3, Tables DP-1 and DP-4 which are located online at http://factfinder.census.gov/servlet/BasicFactsServlet?_lang=en. Census data should be available through local planning Departments, colleges, the State Census Data Center, or as a last resort, HCD. See Appendix F for a listing of State and Regional Census Data Centers. Additional information on accessing the proper tables is included in either the instructions or the application form for each activity (the colored-paper sections of the application).

Counties are reminded that that County-wide Census Tables contain the data for the cities within a county. All city data must be mathematically removed in order to accurately depict the unincorporated portion of a county. If you need help determining the necessity of this operation for your county's Census need indicators, please contact you CDBG Representative.

SAMPLE TABLE NAME	ACTIVITIES FOR WHICH THE TABLE IS REQUIRED
Renter Overpayment - 2000 Summary File, <i>Table DP-4</i>	Housing Acquisition Housing New Construction
Overcrowding - 2000 Summary File 3, <i>Table DP-4</i>	Housing Acquisition Housing New Construction Housing Rehabilitation
Percent of Housing Stock Over 1970 – <i>2000 Summary File 3, Table DP-4</i>	Housing Rehabilitation
Homeowner and Rental Vacancy Rates <i>2000 Summary File ,1 Table DP-1</i>	Housing Acquisition (<i>Rental Projects Only</i>) Housing New Construction
Homeownership Rate <i>2000 Summary File ,3 Table DP-4</i>	Housing Acquisition (<i>Homebuyer Assistance Only</i>)

**- Appendix H –
Sample Census Tables**

DP-4: Profile of Selected Housing Characteristics: 2000		
Data Set: Census 2000 Summary File 3 (SF 3) - Sample Data		
Geographic Area: Sacramento city	California	
NOTE: Data based on a sample except in P3, P4, H3, and H4. For information on confidentiality protection, sampling error, nonsampling error, and definitions see http://factfinder.census.gov/home/en/datanotes/expsf3.htm .		
Subject	Number	Percent
Total housing units	163,914	100
UNITS IN STRUCTURE		
1-unit, detached	95,882	58.5
1-unit, attached	11,347	6.9
2 units	5,406	3.3
3 or 4 units	10,453	6.4
5 to 9 units	11,380	6.9
10 to 19 units	8,220	5
20 or more units	17,556	10.7
Mobile home	3,394	2.1
Boat, RV, van, etc.	276	0.2
—YEAR STRUCTURE BUILT (Percent of Housing Stock)		
1999 to March 2000	1,514	0.9
1995 to 1998	3,539	2.2
1990 to 1994	9,649	5.9
1980 to 1989	30,116	18.4
1970 to 1979	30,220	18.4
1960 to 1969	24,841	15.2
1940 to 1959	42,797	26.1
1939 or earlier	21,238	13

**- Appendix H –
Sample Census Tables**

Subject	Number	Percent
ROOMS		
1 room	6,679	4.1
2 rooms	12,848	7.8
3 rooms	25,391	15.5
4 rooms	28,191	17.2
5 rooms	35,504	21.7
6 rooms	29,477	18
7 rooms	15,019	9.2
8 rooms	6,754	4.1
9 or more rooms	4,051	2.5
Median (rooms)	4.7	(X)
Occupied Housing Units	154,565	100
YEAR HOUSEHOLDER MOVED INTO UNIT		
1999 to March 2000	38,158	24.7
1995 to 1998	47,184	30.5
1990 to 1994	21,967	14.2
1980 to 1989	20,582	13.3
1970 to 1979	12,560	8.1
1969 or earlier	14,114	9.1
VEHICLES AVAILABLE		
None	19,947	12.9
1	64,973	42
2	50,503	32.7
3 or more	19,142	12.4

**- Appendix H –
Sample Census Tables**

Subject	Number	Percent
HOUSE HEATING FUEL		
Utility gas	94,061	60.9
Bottled, tank, or LP gas	2,346	1.5
Electricity	56,796	36.7
Fuel oil, kerosene, etc.	107	0.1
Coal or coke	7	0
Wood	527	0.3
Solar energy	78	0.1
Other fuel	130	0.1
No fuel used	513	0.3
SELECTED CHARACTERISTICS		
Lacking complete plumbing facilities	1,053	0.7
Lacking complete kitchen facilities	1,691	1.1
No telephone service	3,091	2
→OCCUPANTS PER ROOM <i>(Overcrowding)</i>		
→Occupied housing units <i>(Homeownership rate)</i>	154,565	100
1.00 or less	137,467	88.9
1.01 to 1.50	8,390	5.4
1.51 or more	8,708	5.6
→Specified owner-occupied units <i>(Homeownership rate)</i>	71,108	100
VALUE		
Less than \$50,000	1,437	2
\$50,000 to \$99,999	20,990	29.5
\$100,000 to \$149,999	22,571	31.7
\$150,000 to \$199,999	13,672	19.2
\$200,000 to \$299,999	8,591	12.1
\$300,000 to \$499,999	3,087	4.3
\$500,000 to \$999,999	698	1
\$1,000,000 or more	62	0.1
Median (dollars)	128,800	(X)

**- Appendix H –
Sample Census Tables**

Subject	Number	Percent
MORTGAGE STATUS AND SELECTED MONTHLY OWNER COSTS		
With a mortgage	53,574	75.3
Less than \$300	254	0.4
\$300 to \$499	1,890	2.7
\$500 to \$699	4,711	6.6
\$700 to \$999	13,636	19.2
\$1,000 to \$1,499	20,053	28.2
\$1,500 to \$1,999	8,377	11.8
\$2,000 or more	4,653	6.5
Median (dollars)	1,133	(X)
Not mortgaged	17,534	24.7
Median (dollars)	272	(X)
SELECTED MONTHLY OWNER COSTS AS A PERCENTAGE OF HOUSEHOLD INCOME IN 1999		
Less than 15 percent	21,790	30.6
15 to 19 percent	10,927	15.4
20 to 24 percent	10,049	14.1
25 to 29 percent	7,620	10.7
30 to 34 percent	5,077	7.1
35 percent or more	14,839	20.9
Not computed	806	1.1
Specified renter-occupied units	77,034	100
GROSS RENT		
Less than \$200	2,552	3.3
\$200 to \$299	2,645	3.4
\$300 to \$499	17,755	23
\$500 to \$749	30,073	39
\$750 to \$999	16,172	21
\$1,000 to \$1,499	5,655	7.3
\$1,500 or more	759	1
No cash rent	1,423	1.8
Median (dollars)	625	(X)

**- Appendix H –
Sample Census Tables**

Subject	Number	Percent
—GROSS RENT AS A PERCENTAGE OF HOUSEHOLD INCOME IN 1999 (<i>Renter Overpayment</i>)		
Less than 15 percent	11,839	15.4
15 to 19 percent	10,912	14.2
20 to 24 percent	9,804	12.7
25 to 29 percent	8,472	11
30 to 34 percent	6,079	7.9
35 percent or more	26,634	34.6
Not computed	3,294	4.3
(X) Not applicable.		
Source: U.S. Census Bureau, Census 2000 Summary File 3, Matrices H1, H7, H20, H23, H24, H30, H34, H38, H40, H43, H44, H48, H51, H62, H63, H69, H74, H76, H90, H91, and H94		

**- Appendix H –
Sample Census Tables**

DP-1: Profile of General Demographic Characteristics:2000		
Data Set: Census 2000 Summary File 1 (SF 1) 100-Percent Data		
Geographic Area: Sacramento city	California	
NOTE: For information on confidentiality protection, nonsampling error, and definitions, see http://factfinder.census.gov/home/en/datanotes/expsf1u.htm .		
Subject	Number	Percent
Total population	407,018	100
SEX AND AGE		
Male	197,784	48.6
Female	209,234	51.4
Under 5 years	29,066	7.1
5 to 9 years	32,864	8.1
10 to 14 years	31,465	7.7
15 to 19 years	29,863	7.3
20 to 24 years	30,195	7.4
25 to 34 years	63,321	15.6
35 to 44 years	61,483	15.1
45 to 54 years	52,118	12.8
55 to 59 years	16,783	4.1
60 to 64 years	13,417	3.3
65 to 74 years	23,052	5.7
75 to 84 years	17,312	4.3
85 years and over	6,079	1.5
Median age (years)	32.8	(X)
18 years and over	295,728	72.7
Male	140,884	34.6
Female	154,844	38
21 years and over	277,836	68.3
62 years and over	54,268	13.3
65 years and over	46,443	11.4
Male	19,112	4.7
Female	27,331	6.7

**- Appendix H –
Sample Census Tables**

Subject	Number	Percent
RACE		
One race	380,940	93.6
White	196,549	48.3
Black or African American	62,968	15.5
American Indian and Alaska Native	5,300	1.3
Asian	67,635	16.6
Asian Indian	4,944	1.2
Chinese	19,425	4.8
Filipino	8,515	2.1
Japanese	6,642	1.6
Korean	815	0.2
Vietnamese	6,171	1.5
Other Asian 1	21,123	5.2
Native Hawaiian and Other Pacific Islander	3,861	0.9
Native Hawaiian	312	0.1
Guamanian or Chamorro	276	0.1
Samoan	771	0.2
Other Pacific Islander 2	2,502	0.6
Some other race	44,627	11
Two or more races	26,078	6.4
Race alone or in combination with one or more other races 3		
White	214,140	52.6
Black or African American	70,218	17.3
American Indian and Alaska Native	11,303	2.8
Asian	77,008	18.9
Native Hawaiian and Other Pacific Islander	6,833	1.7
Some other race	55,857	13.7

**- Appendix H –
Sample Census Tables**

Subject	Number	Percent
HISPANIC OR LATINO AND RACE		
Total population	407,018	100
Hispanic or Latino (of any race)	87,974	21.6
Mexican	70,758	17.4
Puerto Rican	2,053	0.5
Cuban	474	0.1
Other Hispanic or Latino	14,689	3.6
Not Hispanic or Latino	319,044	78.4
White alone	164,974	40.5
RELATIONSHIP		
Total population	407,018	100
In households	398,016	97.8
Householder	154,581	38
Spouse	59,302	14.6
Child	122,814	30.2
Own child under 18 years	95,327	23.4
Other relatives	32,145	7.9
Under 18 years	12,342	3
Nonrelatives	29,174	7.2
Unmarried partner	11,173	2.7
In group quarters	9,002	2.2
Institutionalized population	4,831	1.2
Noninstitutionalized population	4,171	1
HOUSEHOLDS BY TYPE		
Total households	154,581	100
Family households (families)	91,137	59
With own children under 18 years	46,652	30.2
Married-couple family	59,302	38.4
With own children under 18 years	28,093	18.2
Female householder, no husband present	23,790	15.4
With own children under 18 years	14,536	9.4
Nonfamily households	63,444	41
Householder living alone	49,542	32
Householder 65 years and over	14,192	9.2

- Appendix H -
Sample Census Tables

Subject	Number	Percent
Households with individuals under 18 years	52,798	34.2
Households with individuals 65 years and over	34,169	22.1
Average household size	2.57	(X)
Average family size	3.35	(X)
HOUSING OCCUPANCY		
Total housing units	163,957	100
Occupied housing units	154,581	94.3
Vacant housing units	9,376	5.7
For seasonal, recreational, or occasional use	629	0.4
→Homeowner vacancy rate (percent)	2	(X)
→Rental vacancy rate (percent)	5.4	(X)
HOUSING TENURE		
Occupied housing units	154,581	100
Owner-occupied housing units	77,514	50.1
Renter-occupied housing units	77,067	49.9
Average household size of owner-occupied unit	2.65	(X)
Average household size of renter-occupied unit	2.5	(X)
(X) Not applicable		
1 Other Asian alone, or two or more Asian categories.		
2 Other Pacific Islander alone, or two or more Native Hawaiian and Other Pacific Islander categories.		
3 In combination with one or more other races listed. The six numbers may add to more than the total population and the six percentages may add to more than 100 percent because individuals may report more than one race.		
Source: U.S. Census Bureau, Census 2000 Summary File 1, Matrices P1, P3, P4, P8, P9, P12, P13, P17, P18, P19, P20, P23, P27, P28, P33, PCT5, PCT8, PCT11, PCT15, H1, H3, H4, H5, H11, and H12.		

- Appendix H –
Sample Census Tables

CALCULATIONS USING CENSUS DATA
(2000 Summary File 3 DP-4)

The following sections describe how you must calculate figures for each applicable census table that must be included in the CDBG application. You must show your calculations on each census table.

▪ **PERCENTAGE OF HOUSING STOCK**

Example:

- (1) Add up the units *newer* than 30 years

30,220
42,797
+21,238
94,255 Total units *newer* than 30 years

- (2) Add up the units *older* than 30 years

1,514
3,539
9,649
30,116
+24,841
69,659 Total units *older* than 30 years

- (3) Total housing units (Add the sums together)

94,255 (Total units *newer* than 30 years)
+69,659 (Total units *older* than 30 years)
163,914 Total housing units

- (4) To provide the percent of housing stock over 30 years of age (1970), divide housing units older than 30 years by total housing units

69,659/163,914 = 43% is the percentage of the housing stock over 30 years of age (1970)

- Appendix H – Sample Census Tables

■ OVERCROWDING

- (1) Add housing units totals with *one or fewer persons per room*

Example:

137,467 Total housing units with one or fewer persons per room

- (2) Add housing units totals with more than one person per room

8,390

+8,708

17,098 Total housing units with more than one person per room

- (3) Total number of housing units (*add sums together*)

137,467

+17,098

154,565 Total number of housing units

- (4) To provide the percent of units overcrowded, divide the number of housing units with more than one person per room by the total number of housing units

17,098/154,565 = 11% is the percentage of units overcrowded

■ HOMEOWNERSHIP RATE

- (1) Divide the specified owner occupied housing units by the occupied housing to get the rate

Example:

71,108 *Specified* owner-occupied units

154,565 Occupied housing units

71,108/154,565 = 46% is the homeownership rate

- Appendix H –
Sample Census Tables

■ **RENTER OVERPAYMENT**

Example:

- (1) Add up those paying less than 25%

11,839
10,912
+ 9,804
32,555 Renters paying less than 25%

- (2) Add up those paying 25% or more

8,472
6,079
26,634
+ 3,294
44,479 Renters paying 25% or more

- (3) Add the sums together

32,555
+44,479
77,034

- (4) To provide the percentage of renter households paying 25% or more of income for gross rent, divide the number of households paying 25% or more by the total number of households

44,479/77,034 = 58% is the percentage of renter households paying 25% or more of income for gross rent

**Calculations Using Census Data
(2000 Summary File 1 DP-1)**

■ **HOMEOWNER AND RENTAL VACANCY RATES**

- (1) Provide the Homeowner Vacancy rate percentage listed on the census table.
- (2) Provide the Rental Vacancy rate percentage listed on the census table.